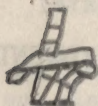


UNIVERSITY OF LOUISVILLE

SECURITY

REGULATIONS



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DEPARTMENT OF
BUILDINGS AND GROUNDS

1963

UNIVERSITY OF LOUISVILLE
SECURITY
REGULATIONS

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INTRODUCTION

Some people think of "regulations" as just so much "red tape." However, I do not view them in that light. I think of them as a "tool" to a certain extent. Without the proper tools a mechanic would not be able to accomplish his assigned tasks.

I think these Security Regulations are more than a tool—they constitute an important communication. I feel that the best way to meet the Security requirements of the University is to "communicate" those requirements to our Security Force.

I believe every man's mind has its own door and in order to "communicate" with him we must go through that door. If he won't open it, we don't get in. I hope that we have not only opened your "door," but that the consolidation of our principal Security Regulations will simplify your job.

KELLY H. LEWIS, Supt.,
Buildings and Grounds

2/22/63

UNIVERSITY OF LOUISVILLE

SECURITY REGULATIONS

SECTION I

1. **GENERAL INSTRUCTIONS**—These instructions have equal application to Campus Policemen and Watchmen and supersede similar instructions dated December 7, 1959, and other memoranda in conflict herewith.

2. It will be more advantageous and convenient for those concerned to consolidate into a single pamphlet the permanent instructions governing the principal duties of the Campus Policemen and Watchmen. These instructions are intended to establish guidelines to assist the men on duty in reaching a decision in those cases not otherwise covered, as well as to spell out certain specific requirements.

3. You gentlemen constitute our entire Security Force here at the University of Louisville and, believe it or not, the University thus places absolute faith and trust in you to not only protect its interests but also to represent the University in the daily performance of your duties. Therefore, your decisions must be as right as you can make them. In this connection, please bear in mind that whenever you are on the Campus and in uniform, you cannot divorce yourself from University business. Everything you do here affects the University.

4. It is absolutely essential that you have a jealous regard for your every act and conduct during your tour of duty. This includes being able to get along with people, especially your fellow employees of the University. It is not intended, however, that this friendly attitude project itself to the point of "bothering" other employees in their work areas, especially in buildings. For example, I am sure I do not need to remind the Policemen that their greatest value to the University accrues when the public is able to see that "UNIFORM" patrolling the Campus grounds. Your very presence out on the job achieves a large part of your objective, that of maintaining order and directing traffic. It also minimizes issuing traffic tickets.

5. Likewise, the Uniformed Watchmen being alert in going from building to building, punching the time clock and observing general conditions inside the buildings, reporting all unusual incidents, gives us a better feeling—a sense of **SECURITY** if you please.

6. The only reason the University employs a Security Force is to protect University property and its other interests. Our Insurance rates are based upon this coverage. For example, the clock dials are subject to inspection by the Insurance Carrier to verify whether or not the Watchmen are in fact making adequate inspections of specified areas. It is urgent, therefore, that all tours of duty be performed as **scheduled** when the employee is physically able to be here. When he cannot be here for any reason, he should make every effort to notify this office in time to permit adjustment in schedules.

7. An established University policy prohibits the use, drinking or otherwise consuming intoxicating and/or alcoholic beverages on the job or during duty hours. In fact, it is most undesirable for any Security employee to be on duty with the odor of such beverages on his breath. One bottle of beer will leave an odor that will create questions in the mind of anybody who might smell it.

8. Uniforms will be worn by Watchmen and Policemen when on duty.

9. If there are any questions at any time, please include them in your daily reports or by separate memorandum. If it's important enough to talk about, it's important enough to enter on your log. A good motto for this is: "Don't say it, write it." At the same time, however, if any of you desire to discuss any matter with the Superintendent of Buildings and Grounds, personally, you may feel free to do so.

10. In order to achieve the maximum protection with the number of men available, all patrolling will be performed separately by each individual. In other words, if two men happen to meet at any point and find themselves headed in the same direction, they are required to separate and travel separate routes (or the same route at different times).

11. Contact by the Campus Police with the Watchmen on duty should be maintained. They must co-operate with each other and work together in co-ordinating the Safety and Security of the Campus at all times.

12. Make a special effort to **not** establish a perfect pattern as to time of arrival and departure to or from any particular area or building. This is merely a precautionary measure for your own safety.

13. Fire Alarms: In the future, when the fire alarm bell is sounded, instead of shutting off the main valve, shut off the small hand valve. The bell pipe to this small valve is painted red and a metal tag is attached, reading "Alarm Bell." This valve will soften the tone of the alarm (tone it down), and the system will still be on protection. We have marked the small valve in each place where the compressor is located, except in the Social Science Building; in this case the valve is located in the Janitor's room.

14. Persons entering or leaving a building after it has been closed must be reported on your daily log, including identification of the person, time and place. This includes B & G personnel. It is a known fact that some members of our Security Force have (in the past) seen strangers leaving buildings after midnight without asking for their identification or reporting the incident. This constitutes gross neglect of duty. Only properly authorized persons should be permitted in buildings after normal closing hours. After buildings have been closed, and no meetings or classes are in session, be very alert to individuals being present. Whenever you see any person entering, leaving or inside any building whose identity is not known to you be sure to request his identification. Be courteous but serious about it. You may simply say—"Please excuse me but I do not recognize you. Therefore, will you please identify yourself." After identification, if you are in doubt as to his authority to be in the building at that time, you may ask him if he is authorized to be in the building after it has been closed. Make note of such incidents on your daily reports. If you are still in doubt you may call your Supervisor.

15. If all pertinent information is properly reported (put in writing while it's fresh in your mind), many otherwise unsolved thefts and other crimes are promptly solved. Whenever a building is "messed" up by persons unknown or when any thefts occur that are not solved promptly, it seems to be a common practice for the "injured" person to suspect employees of the Department of Buildings and Grounds of being guilty. I dislike such a situation more than you do. This is why I have

a jealous regard for the integrity of this Department. I have faith and trust in all of our employees and will continue to do so until I am proven wrong. I cannot do the job alone; you gentlemen can do a great deal to assist. In the first place, be very careful at all times that your own behavior is above reproach and, secondly, report all unusual incidents. Do not try to evaluate them, merely report them. It is possible that several different bits of information received by this office from several sources will, when put together, solve a "case."

16. During hours of darkness, an electric light must be kept on continuously in the vicinity of vending machines in all buildings, also near the Cashier's vault. The burning of excessive lights in buildings must be guarded against. Only such lights as are actually needed should be permitted to burn, others should be kept turned off. Your Log should show location of lights left burning; also outside doors and offices left unlocked.

17. Whenever a break-in is discovered, the Policeman or Watchman making the discovery must call the City Police and report the incident at once. Telephone JU7-8411, and ask for the complaint desk. Wait for the arrival of the Police. In the meantime, be certain to **not** touch or disturb anything until after the Police has made its report. Then and then only be sure to leave a note in plain view so that the next Watchman or Policeman coming along will not think it is a new case and report it to the City Police again. Try to never report the same case to the City Police more than once. They would soon tire of that and stop answering our calls for assistance. It is very urgent that all of these matters be coordinated with all Security employees on duty, and that complete co-operation be sincerely practiced.

NOTE TO WATCHMEN: In order to account for the time on your clock dial, be sure to indicate the time spent on each unusual incident.

18. The weekly schedules will prescribe specifically the hours of duty and areas assigned to the different men.

19. As mentioned elsewhere in these regulations, during extremely cold or inclement weather, there is no objection to the Policemen and Watchmen on duty taking shelter occasionally.

SECTION II

1. **SPECIAL INSTRUCTIONS FOR CAMPUS POLICEMEN**—The following instructions will be strictly observed by the Campus Policemen:

SHIFT NUMBER

HOURS OF DUTY

First

from 7:00 a.m. to 12:00 noon
from 5:00 p.m. to 7:00 p.m.

Second

from 2:00 p.m. to 10:00 p.m.

Third

from 7:00 a.m. to 3:00 p.m.

2. First Shift

- a. From Monday through Friday, the primary duties will be to handle traffic all over the Campus, with emphasis in and around parking lots. Traffic and parking violations will be reported by means of issuing the usual traffic tickets to offenders.
- b. In order to derive the greatest benefit from the employment of Campus Policemen, it is essential that the Uniformed Policemen keep on the move almost continuously so that the majority of the people will know of his presence. During extremely cold or inclement weather, there is no objection to the Policeman on duty taking shelter occasionally. They should use their best judgment to not spend too much time inside of buildings on these occasions. He should also contact the B & G Office at least once during the first half and once during the second half of his shift, and at such other times as are necessary.
- c. At times when there are special functions on the Campus, which tend to stimulate the traffic problems and activity in general, the Policemen on duty should be particularly on the alert to keep good order, and otherwise assist in every way possible. In other words, he should make it his business to be where the most traffic problems are insofar as he can anticipate.
- d. He should make a special effort at all times to protect the interests of the University, and prevent the abuse of University property by anybody, whether the offender be an employee of the University or not. All unusual

incidents should be reported to the B & G Office promptly.

- e. Whenever he goes to the South side of the Campus (Speed School or Parkway Field), he will use the underpass to cross Eastern Parkway. This will afford him an opportunity to inspect the underpass.
- f. On Saturday afternoon and holidays he will police the entire Campus, being particularly on the alert for fire and vandals, and the like.

3. Second Shift

- a. His primary duties will be the same as those outlined above for the First Shift man. On Saturdays and Sundays he is to police the entire Campus continuously.
- b. For additional duties, see special weekly schedule.

4. Third Shift

- a. From Monday through Friday, the primary duties of the two men assigned to this shift will be: 7:00 a.m. until 10:00 a.m.--one man will handle traffic in the Home Economics Parking Lot area in accordance with the established routine; the other man will handle traffic in the Parkway Field area. However, from time to time it might be necessary to adjust these schedules to accommodate more urgent matters.
- b. From 10:00 a.m. until 3:00 p.m. the primary duties of both men will be the same as those outlined above for the First Shift man.

5. All unusual incidents should be reported to the B & G Office as promptly as possible but in no case later than the following day.

6. It has been noted from time to time that many neighborhood youngsters enter Campus buildings. It is not intended that any of our buildings be used as public comfort stations. Make every effort to keep them out of the buildings. **Make it a practice to walk through buildings frequently.** The mere walking through the hallways on the ground floor will serve to keep good order in most instances.

7. The Campus Policemen are responsible for the University Flags daily, and the U. S. Flag on weekends and holidays.

SECTION III

1. **SPECIAL INSTRUCTIONS FOR NIGHT WATCHMEN**—You must be alert at all times while on duty, and punch time clocks in accordance with the prescribed schedule.

2. Include in the daily report all information pertaining to any materials which might cause a fire from spontaneous combustion, such as rubbish, oily rags and other waste materials.

3. You must know and be familiar with:

- a. The campus from one end to the other, every nook and corner.
- b. The location of dangerous or especially hazardous equipment.
- c. The location and purpose of all valves controlling steam, water, gas and automatic sprinklers.
- d. Location of all fire extinguishers and how to use them.
- e. Location of electrical equipment—how to use switches so as to control the power and lighting system when necessary, and how to shut off current in case of accident.
- f. What to do in case of fire and how to do it. Unless you can extinguish it immediately, you must give the alarm at once. Louisville Fire Dept., JU7-6791.
- g. Location of fire alarm boxes near the property.
- h. Whom to call for aid if necessary, and how to call them.
- i. Location of telephones.
- j. Buildings designated as fallout shelters.

4. Time records of your round are kept on file. Occasional irregularity in records can be expected, however, continued skipping of rounds without good reason will be considered evidence of carelessness and incompetent work.

5. Your primary duties are:

- a. To discover and extinguish any and all fires at the very start while it is smouldering and before the blaze breaks out.

- b. To locate leakage, if any, from water mains or sprinklers, steam lines or gas pipes. **NOTE:** Immediate notification to those in authority is essential.
 - c. To prevent trespassing and thefts. You should not "visit" any more than passing the time of day even with personal acquaintances.
 - d. To preserve order.
6. You should realize that these are your primary duties and that the clock time records or your rounds are simply evidence that you are on the job.
7. Your first round should be a real inspection of the premises, whereby certain conditions may be found and corrected, which otherwise might cause fire or other damage during the night. You should be sure that:
- a. All outside doors in buildings not occupied by scheduled night functions are closed and locked; all windows which should be closed, are closed and those windows which should be locked are locked.
 - b. At conclusion of night classes or meetings a thorough inspection will be made to assure that everything is in proper order for the night.
 - c. Certain Campus lights remain on from dark until daylight.
8. Persons in buildings after closing hours:
- a. Persons remaining in buildings after usual closing hours must be able to exhibit proper authorization to the Watchman or leave the building at once. Such instances must be included on daily reports.
 - b. All persons who are authorized to enter buildings after closing hours do not necessarily have an outside door key. Therefore, Watchmen may open outside door for persons who show proper authorization to be in such building at that particular time. However, under no circumstances will a Watchman open an inside door to an office or laboratory for such persons.
9. The Watchmen will observe the following in making their rounds:
- a. Each Watchman is to make all stations in each building in accordance with his schedule.

- b. There will be a Special Building Custodian on duty from 3 p.m. to 1 a.m., Mondays through Fridays, to take care of opening and closing buildings and rooms for night classes and special meetings, and will be responsible for closing windows and turning off lights in all buildings where there are classes. However, whenever a Watchman finds a building still open after classes are out, **it is his duty to see that the outside doors are secured**, as it is impossible for the Special Custodian to secure all buildings at the same time. All buildings should be secured just as soon after night classes as possible.
- c. The Watchmen are to make continuous rounds of the buildings, patrolling the outside areas and checking to see that they are securely locked, windows closed, lights out, etc.
- d. On the nights that the **First Shift Watchman** is on duty, (6 p.m. - 4 a.m.) he is to patrol the entire Campus, making security checks of all buildings, and is to make continuous rounds in accordance with schedule of stations. He should also help in securing buildings after classes, turning out lights, and the like. (See paragraph 11 below.)
- e. **The Second and Third Shift Watchmen** (8 p.m. - 6 a.m.) are to carry on with the routine schedule that is issued each week, making all stations in each building on every round. (A list of pertinent buildings will be listed below.)
- f. On the nights that special meetings are on the Campus, the Watchmen are responsible for checking after the meeting to see that everything is in proper order; therefore, be sure you make a security check during your rounds, after any late meetings.
- g. On Saturdays, Sundays and Holidays, the two Watchmen on duty during the daytime are to make continuous rounds of all buildings and with the exception of the **UNIVERSITY CENTER, STEVENSON HALL, and THRELKELD HALL**, all other stations should be made in their usual order.

10. The following buildings have been designated as a separate **AREA** and will be covered by the **Fourth Shift Watchman** (8 p.m. - 6 a.m.):

UNIVERSITY CENTER
GYMNASIUM
(New Gym when built)
FINE ARTS
OTTER HALL
WHITE HALL
LEOPOLD HALL
MENGES HALL
STEVENSON HALL
THRELKELD HALL

- a. Rounds are to be made continuously to these buildings from 8 p.m. to 6 a.m., except for the lunch period from 11 p.m. to 12 midnight. An hourly check on the **UNIVERSITY CENTER** and all dormitories must be made to comply with our Insurance Regulations.
 - b. During the time that the Fourth Shift Watchman is on duty, these buildings are **NOT to be covered by any other Watchman**. However, in the event that this Watchman is not on duty, the other Watchmen should cover the schedule, and make all stations they can in this **AREA**.
 - c. Periodic contacts should be made by the **Fourth Shift Watchman** with the other Watchmen on duty.
11. a. **First Shift Watchman** (6 p.m. - 4 a.m.)—(See also par. 9d, above.) As mentioned in paragraph 9d, above, this man is to concentrate on making a real **security check** during the first two hours of his tour of duty (6 p.m. to 8 p.m.).
- b. Cover the entire area of the main Campus, making one or two stations in each building, checking at all hot water heaters and other key points in the designated buildings.
 - c. The buildings listed below, together with a selected number of stations and their location, represent the coverage desired in this initial two hour inspection. From time to time other matters may arise that would tend to interrupt this initial inspection schedule. Use your best judgment and make as many stations as you can.

BUILDING	STATION	LOCATION
W. S. Speed Hall	No. 106	Basement - Machine Room
Main Speed	5	Basement - Room 17
	58	Basement - Room 3 (HWH)
	7	1st floor - west hall
Industrial Research	75	1st floor
	70	1st floor (HWH)
Sackett Hall	94	1st floor
	91	Basement (HWH)
	92	Basement
Naval Science Bldg.	78	1st floor Hallway
	77	Basement (HWH)
Patterson Hall	11	1st floor - Room 112
	12	1st floor - Men's Restroom
Brigman Hall	15	1st floor
Boiler Room	102	
Administration Bldg.	19	1st floor
Music Bldg.	23	Basement (HWH)
	22	1st floor
Law Bldg.	25	Basement (HWH)
Jouett Hall	17	Basement
Education Bldg.	31	Basement
Art Studio	40	Basement
Playhouse	37	Basement
	35	1st floor - front
Home Ec Bldg.	42	Basement
	45	2nd floor
	44	3rd floor
Gardiner Hall	107	Machine Room
	108	1st floor
Dean's Bldg. (Arts & Sciences)	52	2nd floor
(Formerly Women's Bldg.)	37	Basement
Social Science Bldg.	53	1st floor
	54	2nd floor - Men's Restroom
Chemistry Annex	87	1st floor - East
	86	1st floor - West

Main Library	102	Basement
	103	1st floor
Fine Arts Bldg.	85	1st floor
	84	Basement (HWH)
Gymnasium	57	1st floor (HWH)
	61	2nd floor
Otter Hall	68	1st floor (HWH)
White Hall	66	Front - OUTSIDE entrance
Leopold Hall	63	Front - OUTSIDE entrance
	62	South Middle Door OUTSIDE
Menges Hall	71	1st floor (HWH)
	73	2nd floor
	72	2nd floor
Natural Science Bldg.	48	2nd floor
	47	1st floor
	40	Ground Floor (Engine Room)

- d. Check to see if all 8:00 o'clock shift men are on duty; if they are, you are to then **start making all stations**, beginning at the Administration Building, then to Music Building, Law Building, continuing in the order indicated on the schedule. If either of the other men is not present for duty, you will "swing" over to his regular shift.

SECOND SHIFT

12. SCHEDULE OF BUILDINGS FOR 8:00 P.M. WATCHMEN--(8 p.m. - 6 a.m.)

- | | |
|--------------------------|--------------------------|
| 1. Main Speed Bldg. | 15. Education Bldg. |
| 2. Sackett Hall | 16. Jouett Hall |
| 3. Industrial Research | 17. Playhouse |
| 4. Wm. S. Speed Hall | 18. Old Art Studio |
| 5. Parkway Field | 19. Robbins Hall |
| 6. Natural Science Bldg. | 20. Planetarium |
| 7. Naval Science Bldg. | 21. Home Economics Bldg. |
| 8. Patterson Hall | 22. Gardiner Hall |
| 9. Service Bldg. | 23. Dean's Bldg. (A & S) |
| 10. Brigman Hall | 24. Social Science Bldg. |
| 11. Boiler Room | 25. Chemistry Annex |
| 12. CASHIER'S OFFICE | 26. Library |
| (Administration Bldg.) | 27. CASHIER'S OFFICE |
| 13. Music Bldg. | (Administration Bldg.) |
| 14. Law Bldg. | 28. Boiler Room |

(END OF ROUND)

(8 p.m. - 6 a.m.) THIRD SHIFT

1. CASHIER'S OFFICE
(Administration Bldg.)
2. Home Economics Bldg.
3. Gardiner Hall
4. Dean's Bldg. (A & S)
5. Social Science Bldg.
6. Chemistry Annex
7. Library
8. BOILER ROOM

THEN FOLLOW SECOND SHIFT SCHEDULE OF BUILDINGS

NOTE: It is very important that the two men on the 8 p.m. to 6 a.m. regular shift follow the schedule of buildings as outlined above in order that they will not be in the same area at the same time. They may change their pattern of buildings within a given area, so that they will not have a set time for being in any one building. However, the general routine as outlined must be followed in order to have the proper coverage of the Campus.

SECTION IV

1. TOURS OF DUTY AND SCHEDULE OF ROUNDS FOR CAMPUS WATCHMEN - The Night Watchmen are grouped into four shifts as follows:

6 p.m. - 4 a.m.	Tuesday
	Wednesday
(Lunch Hour 11 p.m. - 12)	Thursday 1st Shift
	Friday
OFF DUTY NIGHT - Monday	Saturday
	Sunday

8 p.m. - 6 a.m.	Tuesday
	Wednesday
(Lunch Hour 12 - 1 a.m.)	Thursday 2nd Shift
	Friday
OFF DUTY NIGHT - Monday	Saturday
	Sunday

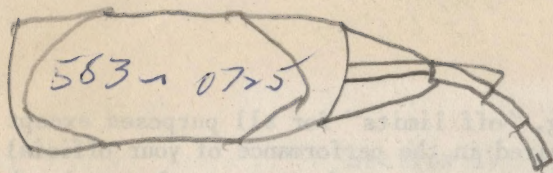
8 p.m. - 6 a.m.	Monday
	Tuesday
(Lunch Hour 1 a.m. - 2 a.m.)	Thursday 3rd Shift
	Friday
OFF DUTY NIGHT - Wednesday	Saturday
	Sunday

8 p.m. - 6 a.m. (SPECIAL AREA)	Monday
	Wednesday
(Lunch Hour 11 p.m. - 12)	Thursday 4th Shift
	Friday
OFF DUTY NIGHT - Tuesday	Saturday
	Sunday

2. Day Duty for the Campus Watchmen on Saturdays, Sundays and Holidays will be as prescribed in the weekly schedule.

3. From time to time this office is criticized for "permitting" people to loaf or lounge around in certain buildings at night, on weekends and holidays. Invariably they have suggested that maybe some of our Watchmen were guilty. We have always assured them that nothing could be further from the truth. We issued instructions placing all buildings, except

the Service Building, "off limits" for all purposes except those activities required in the performance of your official duties. Therefore, do not ever spend any part of your lunch period, or otherwise lounge, in any Campus building, except the Service Building, or the Cafeteria when it is open for business. By strict compliance with this regulation we can feel somewhat freer of possible future criticism.



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the Service Building... those activities... duties. Therefore, do not ever spend any part of your work... the Service Building... business. By strict compliance with this regulation we can... feel somewhat free of possible future criticism.

12:15 - 1:15 (1st shift)
1:15 - 2:15 (2nd shift)
2:15 - 3:15 (3rd shift)

3:15 - 4:15 (4th shift)
4:15 - 5:15 (5th shift)
5:15 - 6:15 (6th shift)

6:15 - 7:15 (7th shift)
7:15 - 8:15 (8th shift)
8:15 - 9:15 (9th shift)

9:15 - 10:15 (10th shift)
10:15 - 11:15 (11th shift)
11:15 - 12:15 (12th shift)

12:15 - 1:15 (13th shift)
1:15 - 2:15 (14th shift)
2:15 - 3:15 (15th shift)